

Retention and Classification Report

Agency: Box Elder County (Utah). County Clerk (92)

Box Elder County Courthouse
01 South Main Street
Brigham City, UT 84302
435-734-2031

Records Officer

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AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12226

3

TITLE: Bonds, resolutions, and ordinances and index

DATES: 1892-1916

ARRANGEMENT: Alphabetical by letter in alphabet

DESCRIPTION:

These are official bonds, resolutions, and ordinances. From 1892 to 1912 these records were filed together. These are the bonds for the county elected officials, and the county ordinances and resolutions approved by the county commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12226

TITLE: Bonds, resolutions, and ordinances and index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10284

3

TITLE: Contracts

DATES: 1912-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain 6 years after expiration of contract.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 9, Item 12.

AUTHORIZED: 05/30/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1977 and continuing to the present. Retain in Office for 6 years after expiration of contract and then destroy.

Paper: For records beginning in 1912 through 1977. Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10284

TITLE: Contracts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 25624

3

TITLE: Emergency operations plan

DATES: 2004-

ARRANGEMENT: Chronological, thereunder numerical by chapter number

DESCRIPTION:

These files are used to prepare county-wide plans for action to address emergency conditions (e.g., fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the county and the completed disaster plan.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 10, Item 1.

AUTHORIZED: 10/26/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 63G-2-305(11)

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 9927

3

TITLE: General ledgers

DATES: 1897-1923

ARRANGEMENT: None

DESCRIPTION:

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/20/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 14947

4

TITLE: Incorporation case files of LDS church wards

DATES: 1886-1901

ARRANGEMENT: Alphabetical by LDS Church Ward

TOTAL VOLUME: 4.00 reels.

DESCRIPTION:

These case files contain Articles of Incorporation filed with the Box Elder County Clerk by LDS Church Wards. The articles of incorporation were required to be filed with the County Clerk and State to ensure that the laws which pertained to the organization were adhered to. The actual articles of incorporation record the following: names of the corporation officers including the President which was filled by the Bishop of the ward, names of the ward members, and oaths of office. The Articles of Incorporation state that the members of the ward "desired to become a body corporate, under and in accordance with the existing laws of Utah Territory, and had met for that purpose." The law of the Utah Territory stated " that any number of persons associated together for religious, social, scientific, benevolent or other purposes...when pecuniary profit is not their object...may incorporate themselves as provided in this Act (Laws of Utah, 1878, chap., 18, sec., 1).

Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued a certificate of incorporation and recorded the final articles of incorporation in these record books.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 14947

TITLE: Incorporation case files of LDS church wards

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82843

3

TITLE: Marriage license applications

DATES: 1974-

ARRANGEMENT: Numerical by application number

TOTAL VOLUME:

DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality of each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 24.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 82843

TITLE: Marriage license applications

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt UCA 26-2-22

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23143

3

TITLE: Marriage license record book indexes

DATES: 1887-

ARRANGEMENT: Alphabetical by name

TOTAL VOLUME:

DESCRIPTION:

These books index the record books kept by the County Clerk. For each name, the record book and page number is given, and in some cases, the license number as well.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on the value of these records in documenting marriages.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23143

TITLE: Marriage license record book indexes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23142

3

TITLE: Marriage license record books

DATES: 1887-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

The county clerk copied the couple's marriage license in to register books. Information includes bride and groom's names and signatures, the official performing the ceremony, witnesses, and date.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 23142

TITLE: Marriage license record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 6121

4

TITLE: Marriage licenses

DATES: i 1887-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Box Elder County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 6121

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12225

3

TITLE: Miscellaneous index

DATES: 1906-1934

ARRANGEMENT: Alphabetical by letter of alphabet

TOTAL VOLUME:

DESCRIPTION:

This is an index to recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). They were traditionally instruments which did not include a legal description. The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12225

TITLE: Miscellaneous index

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10281

3

TITLE: Oaths of office

DATES: undated

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION:

Retain until administrative needs.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 28.

AUTHORIZED: 03/11/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10281

TITLE: Oaths of office

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10282

3

TITLE: Official bonds

DATES: 1881-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/11/1992

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 10282

TITLE: Official bonds

(continued)

APPRAISAL:

Administrative

Official bonds have administrative value by providing evidence that required bonds have been posted in accordance with state law.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12354

3

TITLE: Resolutions

DATES: 1905-

ARRANGEMENT: Chronological, thereunder numerical by resolution number

TOTAL VOLUME:

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-10 (1990)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 35.

AUTHORIZED: 07/13/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Box Elder County (Utah). County Clerk

SERIES: 12354

TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:

Public